**Historic, archived document**

Do not assume content reflects current scientific knowledge, policies, or practices.

1.9
M341Fr
Reserve

LIBRARY
RECEIVED
★ JAN 9 1943 ★
U. S. Department of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING ADMINISTRATION
WASHINGTON, D.C.

Vol. 24 No. 1 January 1, 1943

# FRUIT AND VEGETABLE BRANCH LETTER

1a. REQUISITIONS FOR SUPPLIES, ETC., TO REGIONAL ADMINISTRATIVE OFFICE

Effective immediately, all requisitions for miscellaneous office supplies (such as paper, envelopes, pens, pencils, ink, erasures) furniture, equipment, forms, etc., must be submitted direct to your respective Regional Administrative Services Division. This is important - please cooperate.

2a. REGIONALIZATION OF MARKET NEWS

Regionalization of Market News becomes effective on January 1, 1943, as outlined in the copy of the Administrator's Memorandum No. 2, Supplement U, dated December 30, 1942, which each field office and Market News man has received or will receive in a few days. One of the important changes under regionalization is the allotment of funds to the various regions from which to pay the cost of operation in each region. Each regional office will hereafter handle all fiscal matters including payroll procedure, voucher certification, etc. All employees concerned with fiscal, personnel, supplies and equipment and other supervisory or work program matters should get in touch with his Regional Administrator for full instructions. The close cooperation of all employees with the Regional Administrators is expected in order that this change in our operations may be made with a minimum of confusion.

W.G. Meal

## -PROCESSED FRUIT AND VEGETABLE DIVISION-

1d. CONFER WITH DISTRICT SUPERVISOR BEFORE WRITING WASHINGTON

There seems to be an increased tendency on the part of some of our field offices to raise questions with the Washington office which should be properly answered by the District Supervisor's office serving the territory in which the office is located.

There is no disposition on the part of the Washington office to discourage correspondence but frequently much time could be saved if the correspondence had been directed to the District Supervisor's office.

It is quite essential that much of the administrative work of a Division as large as this be decentralized and placed in the hands of the District Supervisors, thus preventing bottlenecks in the handling of routine matters. We believe that practically all routine questions arising in connection with our work can be handled by the District offices and a better coordination of our activities would be brought about by contacting the District Supervisors in the majority of cases.

Paul M. Williams

2d. AMA-39 TO BE ISSUED COVERING EACH PLANT SURVEY

The last paragraph of my memorandum of November 25 which accompanied the forms for the survey of processed fruit and vegetable facilities has apparently not been fully understood by a few of our offices. After each survey is completed an AMA-39 is to be issued covering all time and expenses incurred in the survey of each plant. In addition to this each man in charge of an office and each District Supervisor is to prepare a statement to cover the time he has spent in connection with directing the survey and any expenses in connection therewith, in a suitable memorandum or on form AMA-39.

The point is that every hour of time spent on the survey by any one must be accounted for. As the survey for each plant is completed let the complete AMA-39 accompany the report to the Washington office.

3d. TO ALL WOMEN INSPECTORS

Members of the Administrator's staff, including Mr. Roy Hendrickson, have been considering the desirability of developing uniforms to be worn by our women inspectors.

Mrs. Linderer, Miss Gabbert and Miss Starr have investigated the uniforms now worn by the WAVES and WAACS and find that a very suitable uniform of Navy blue with a small beret-type of head gear can be purchased from uniform companies at a price of $30 to $40, exclusive of shoes. It may be possible by having tailored uniforms made by one or two concerns that the cost will be lessened. It has been concluded not to adopt a top coat at this time as many of our inspectors doubtless have a rather sizeable investment in their present coats.

There seems to be a feeling on the part of quite a number of our young women inspectors that they would like to wear uniforms. We think that attractive well-made uniforms, properly fitted and tailored, would lend much to the impressiveness of our service.

We wish to secure an expression from each woman of the inspection staff as to whether or not they feel they would care to go into uniform. The decision will be made shortly as to whether this will be made mandatory or not.

This item is written at this time in order to let you know of this development, for if the force goes into uniform, you may wish to bear this possibility in mind in planning your future wardrobe.

Two uniforms are on order now, and photographs of models will be sent each inspector as soon as they are received.

It is possible that the men may also be interested in going into uniform, and we will be glad to have an expression from any of them on this subject.

Correspondence in connection with uniforms should be marked for the attention of Mrs. Elinore T. Linderer.

Paul M. Williams

-MARKET PROGRAMS DIVISION-

1g. COMMODITY PROGRAM ACTIVITIES

CALIFORNIA-ARIZONA LEMON ORDER - The Administrator issued orders limiting shipments of lemons to 250 carloads for the weeks ending December 27, 1942, and January 3, 1943.

FLORIDA CITRUS ORDER - The Administrator issued orders on December 19, limiting the grades and sizes of Florida oranges, grapefruit and tangerines which may be shipped during the period ending January 11, 1943.

SUPPLEMENTAL TANGERINE PURCHASE PROGRAM J-64a-- On December 17 the Secretary approved Supplemental Tangerine Purchase J-64a, providing for the purchase of fresh Florida tangerines.

CALIFORNIA-ARIZONA DESERT GRAPEFRUIT ORDER -- On December 26 the Administrator issued an order limiting the grades and sizes of desert grapefruit which may be shipped in interstate commerce and to Canada during the period ending January 31, 1943.

CABBAGE DIVERSION PROGRAM - On December 31 the Secretary approved the second amendment to the cabbage diversion program J/9a, permitting packers participating in the program to receive payments for the sale of sauerkraut purchased from another packer participating in the program.

POTATO AGREEMENTS AND ORDERS -- The order suspending the General Cull Regulation for Colorado potatoes was signed on December 21 and became effective December 22. The budget was approved at the same time.

Similar action was taken with respect to the Idaho General Cull Regulations. The order was printed in the Federal Register on December 26, but because of failure to include an effective date the order could not become effective at that time. However, it is expected that it will become effective very soon.

GENERAL COMMODITIES PURCHASE PROGRAM -- Purchases were made for Lend-Lease of dried apples, canned beets, canned green beans, canned corn, canned tomato juice, canned spinach, concentrated orange juice, garlic, onions, canned pimentos, dehydrated potatoes and orange juice.

S. R. Smith

## TEMPORARY FIELD STATIONS OF MARKET NEWS SERVICE

| Stations | In Charge | Products | First Bulletin | Probably Will Close |
|---|---|---|---|---|
| *Brawley, Calif. | J.A. Hunter | Lettuce | Jan. 2 | March 12 |
| *Grand Rapids, Michigan 412 P.O. Bldg. | R.E. Keller | Fruits | Nov. 6 | Jan. 9 |
| | | Vegetables | " 6 | April 15 |
| Idaho Falls, Idaho 206 Federal Bldg. | R.G. Risser | Potatoes | Sept. 30 | Apr. 30 |
| *Lakeland, Florida P.O. Box 191 | H.F. Willson | Citrus Fruits | Oct. 12 | June 25 |
| *Plant City, Fla. | R.M.Peterson | Strawberries | Jan. 11 | April 3 |
| *Pompano, Florida | F.S.Nightingale | Beans & Misc. vegetables | Dec. 28 | April 3 |
| | | | " " | " " |
| | | Potatoes | Feb. 15 | " " |
| Presque Isle, Maine Federal Bldg. | S.W.Russell | Potatoes | Sept.14 | April 30 |
| *Rochester, New York 300 Terminal Bldg. | J.C. Keller | Apples | Aug. 31 | May 19 |
| | | Cabbage | " 31 | Feb. 20 |
| | | Carrots | " 31 | May 19 |
| | | Celery | " 31 | Dec. 1 |
| | | Grapes | Sept. 24 | Oct. 7 |
| | | Onions | Aug. 31 | April 21 |
| | | Pears | " 31 | Oct. 31 |
| | | Peaches | " 31 | Sept. 23 |
| | | Potatoes | Oct. 6 | May 5 |
| *Sanford, Fla. | C.B.Miller | Celery | Jan. 6 | June 5 |
| *Waupaca, Wisconsin Court House | M.W. Hanson | Potatoes | Sept. 3 | March 31 |
| Weslaco, Texas P.O. Bldg. | R.M. Fox | Citrus | Nov. 2 | March 31 |
| | | Vegetables | " 20 | May 31 |

* State cooperating

-FRESH FRUIT AND VEGETABLE DIVISION-

1f. TEMPORARY OR SEASONAL HEADQUARTERS OF SHIPPING POINT INSPECTION

For Connecticut reports wire Federal-State Inspection Service, Room 448 State Office Bldg., Hartford, Conn.

" Indiana onion reports wire Federal-State Inspection Service, Warsaw, Indiana.

" Nebraska reports wire Federal-State Inspection Service, Scottsbluff, Nebr.

" Virginia sweetpotato reports wire Federal-State Inspection Service, Onley, Va; apples, Federal-State Inspection Service, Winchester, Va.

" West Virginia reports wire Federal-State Inspection Service, Martinsburg, West Virginia.

" Wyoming reports wire Federal-State Inspection Service, Scottsbluff, Nebraska.

2f. PREVIOUS ENCLOSURES

Without mention, the two following listed enclosures accompanied the Branch Letter of December 18 for all inspectors of fresh fruits and vegetables: (1) South Dakota Certified Seed Grade, dated August 17, 1942 and (2) an amendment to the Minnesota Certified Seed Potato Grades, dated November 12, 1942.

3f. PLEASE REMOVE FROM LIST OF PAST DUE ACCOUNTS:

| | | |
|---|---|---|
| Milton K. Altschul, Inc. | Los Angeles, Calif. | $4.00 |

4f. ADDRESS CHANGES

E.R. Biddle advises that his residence address is 18 W. Cottage Ave., Haddonfield, New Jersey. Residence telephone: Haddonfield 0194R

M.M. Thomas advises that his residence address is 535 Shackamaxon Drive, Westfield, New Jersey. Residence telephone: Westfield 2-5066-J.

Walter D. Lurry, in charge of the New Orleans fresh fruit and vegetable inspection office calls attention to the fact that "a good many of our wires are still going to the Custom House or the Federal Building and are consequently being delivered from three to six hours late." The correct address is 1402 Masonic Temple Building. All address lists should be corrected accordingly.

E.E. Conklin

TOTAL SHIPPING POINT INSPECTIONS DURING OCTOBER 1942

| State | Carlot or Carlot Equiv. | State | Carlot or Carlot Equiv. |
|---|---|---|---|
| Arizona | 804 | New Hampshire | 66 |
| Arkansas | 17 | New Mexico | 156 |
| California | 3733 | New Jersey | 255 |
| Colorado | 2133 | New York | 533 |
| Delaware | 9 | North Carolina | 59 |
| Florida | 6724 | North Dakota | 1228 |
| Idaho | 4533 | Ohio | 326 |
| Illinois | 39 | Oklahoma | 10 |
| Indiana | 49 | Pennsylvania | 98 |
| Kentucky | 5 | Oregon | 2485 |
| Louisiana | 1011 | South Dakota | 43 |
| Maine | 2557 | Texas | 4551 |
| Maryland | 130 | Utah | 192* |
| Massachusetts | 206 | Vermont | 19 |
| Michigan | 1049 | Virginia | 651 |
| Minnesota | 1030 | Washington | 3387 |
| Mississippi | 2 | West Virginia | 193 |
| Montana | 25 | Wisconsin | 174 |
| Nebraska | 491 | Wyoming | 149 |
| | | TOTAL | 39,122 |

* There were 187 trucklots aggregating 2,361,766 pounds of various incoming fruits and vegetables cooperatively inspected under State Regulatory Acts.

RECEIVING POINT INSPECTIONS DURING NOVEMBER 1942

| Markets | Total Inspections | Same Month Last Year | Markets | Total Inspections | Same Month Last Year |
|---|---|---|---|---|---|
| Albany | 3 | 9 | Milwaukee | 26 | 18 |
| Atlanta | 58 | 171 | Minneapolis | 39 | 46 |
| Baltimore | 39 | 50 | Newark | 18 | 27 |
| Boston | 91 | 114 | New Haven | 136 | 49 |
| Buffalo | 43 | 38 | New Orleans | 109 | 73 |
| Chicago | 444 | 249 | New York | 264 | 409 |
| Cincinnati | 77 | 20 | Norfolk | 56 | 49 |
| Cleveland | 46 | 53 | Oklahoma City | 35 | 16 |
| Columbus | 23 | 14 | Philadelphia | 82 | 49 |
| Denver | 21 | 22 | Pittsburgh | 120 | 140 |
| Detroit | 146 | 95 | Portland | 34 | 0 |
| Fargo | 0 | 1 | Raleigh | 3 | 3 |
| Fort Worth | 20 | 19 | Richmond | 1 | - |
| Harrisburg | 6 | 3 | Rochester | 8 | 10 |
| Hartford | 84 | 31 | St. Louis | 60 | 37 |
| Houston | 12 | 14 | Salt Lake City | 5 | 6 |
| Indianapolis | 12 | 8 | San Francisco | 37 | 5 |
| Jackson | 0 | 5 | Seattle | 61 | 65 |
| Jacksonville | 23 | 19 | Shreveport | 23 | - |
| Kansas City | 66* | 56 | Tampa | 6 | 2 |
| Los Angeles | 58 | 12 | Vallejo | 3 | 0 |
| Miami | 22 | 57 | Washington, D.C. | 33 | 13 |
| Memphis | 17* | 20 | TOTAL | 2470 | 2097 |

1066 cars inspected for Western Perishable Carload Receiver's Assn., N.Y.C.

Total fees assessed for November, 1942 $12,636.88 Total last year $10,099.32

*Compiled from certificates in file.

1.9
M 241 Fr
cop 2

UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
WASHINGTON, D.C.

Vol. 24 No. 2 January 15, 1943

# FRUIT AND VEGETABLE BRANCH LETTER

1a. COURTESY CARDS USED IN SECURING GASOLINE AND OIL

It is understood that "Courtesy" or "Credit" cards used in securing gasoline and oil purchases for use in Government-owned automobiles will not be honored after January 31. Accordingly, it will be necessary for those employees concerned to either pay cash for such purchases and reclaim the amounts on expense accounts (with receipts attached thereto) or use the public transportation systems. The Department is endeavoring to work out a system for relieving this situation but, until such time as it may be effected, the above procedures will be required. It is believed the various Regional Administrative Offices will be in position to keep the field offices advised in this matter.

2a. APPLICATIONS FOR LEAVE FOR ALL FIELD EMPLOYEES

Applications for leave should not be mailed to Washington. The Washington Time Office no longer maintains leave records covering field employees. All applications for leave - of any kind - must be submitted to your Regional Administrative Office.

## -FRESH FRUIT AND VEGETABLE DIVISION-

1f. MONTHLY DESTINATION INSPECTION REPORT (FPI-11)

It is no longer necessary to indicate "Number of Inspections for Condition" on FPI-11. This heading can be blocked out.

A report of work done by fresh fruit and vegetable inspectors for the Processed Foods Division should be reported in the usual way on FPI-19. However, in addition under "Remarks" heading on FPI-11 a statement should be made of the number of hours required for (1) inspection, (2) sampling, and (3) check loading of processed foods. Fresh fruit and vegetable work for other Divisions, Branches and Government agencies will be reported only on FPI-19 as in the past.

2f. TEMPORARY OR SEASONAL HEADQUARTERS OF SHIPPING POINT INSPECTION

No changes effected in this list - it remains the same as that appearing on Page 172 of the F & V Branch Letter dated January 1, 1943.

E.E. Conklin

## -MARKET NEWS DIVISION-

1b. No changes effected in the list of "TEMPORARY FIELD STATIONS OF MARKET NEWS SERVICE" as it appeared on page 171 of the Branch Letter dated January 1, 1943.

B.C. Boree

-MARKET PROGRAMS DIVISION-

COMMODITY PROGRAM ACTIVITIES.

1g. CALIFORNIA-ARIZONA ORANGE ORDER--On January 5 Mr. Harold J. Ryan and Dr. Ray E. Untereiner were selected by the Secretary to serve as the seventh member and alternate member, respectively, of the Orange Administrative Committee, until October 31, 1944.

CALIFORNIA-ARIZONA LEMON ORDER--On January 9 the Director issued an order limiting the shipment of lemons to 250 cars for each of the two weeks ending January 17.

FLORIDA CITRUS--On January 9, the Director issued orders limiting the grades and sizes of Florida oranges, grapefruit, and tangerines which may be shipped during the period ending January 25. The orange order prohibits the shipment of U.S. Combination Russets, U.S. No. 2 Russets, and No. 3, or lower grades, while the size limitation allows size 288 and larger to be shipped and approximately 51 per cent of the available supply of size 324 oranges. The grapefruit regulation limits shipments of all varieties to U.S. No. 2 grade and higher grades and limits shipments of seeded grapefruit to size 80 and larger and seedless grapefruit to size 96 and larger. The tangerine regulation prohibits the shipment of U.S. No. 2 Russett grade, U.S. No. 3 grade, and lower grades; it also prohibits the shipment of tangerines smaller than size 246.

Mr. Baylow is still in Florida in connection with citrus processing matters.

FOOD DISTRIBUTION ORDER NO. 3-- On January 5 the Secretary approved "Food Distribution Order No. 3," effective January 6 placing restrictions on the manufacture and sale of citrus fruit juices. This order prohibits sales, at the cannery level, of single-strength grapefruit juice, from January 6 to March 31, except pursuant to a Government war contract. It prohibits the production and sale of concentrated juices, after January 9, except pursuant to a Government war contract. No processor shall produce any single-strength orange, lemon, or combination juice after January 9 beyond the quantity specified in and subject to the restrictions of War Production Board Conservation Order M-86a.

FOOD DISTRIBUTION ORDER NO. 6-- Food Distribution Order No. 6 was issued by the Secretary on January 12 to become effective January 13. This order gives the Director authority to require handlers of fresh citrus fruits to set aside, during weeks specified by him, quantities equal to certain percentages of what they ship into fresh fruit channels during such week. It is anticipated that supplemental orders pursuant to Order No. 6 will be issued shortly, designating "set aside" periods and establishing "set aside" percentages for California-Arizona oranges.

CABBAGE DIVERSION PROGRAM--Since the announcement of the recent amendment to the Cabbage Diversion Program, requests have been received to provide for further amendment to permit diversion payments to the first packer who sells sauerkraut to another packer.

POTATO MARKETING AGREEMENT--The Idaho Cull Regulation under the Idaho-Oregon potato marketing agreement was terminated on January 5.

GENERAL COMMODITIES PURCHASE PROGRAM--The following were purchased for Lend-Lease: Concentrated orange juice; hops; canned grapefruit juice, peas, green beans, tomatoes, spinach, apples, peaches, corn, carrots, and tomato juice; dried apples, onions, dehydrated potatoes, raisins; dried prunes; and concentrated grapefruit juice.

SURPLUS PURCHASES--Fresh apples were purchased in the Northwest, and tangerines in Florida.

CALIFORNIA WALNUTS--On January 14 the Secretary approved an amendment to the salable percentage increasing the percentage from eighty to ninety per cent.

S.R. Smith

January 19, 1943

MEMORANDUM TO ALL PAY ROLL APPROVING OFFICERS - CUT-OFF DATE FOR PAY ROLLS FEBRUARY 1, 1943.

All pay rolls prepared after February 1 will be handled in accordance with instructions outlined in Fiscal Branch Memorandum No. 9, dated January 7, 1943, further supplemented by Fiscal Division Memorandum dated January 18, 1943, copies of which it is believed you have already received. Read these memoranda carefully and follow instructions contained therein.

Upon submitting pay rolls for the period January 16th-31st, one additional copy covering services of all employees under formal appointment immediately prior to the cut-off date (February 1) should be prepared by each approving officer. One legible copy of this pay roll will be manually signed by the authorized approving officer at the office of preparation and submitted to the designated certifying officer, in addition to the copies now furnished pursuant to existing procedure. If otherwise proper, this additional copy will be certified by the designated certifying officer by entering on the face of the copy the following certificate:

"Certified true copy of original voucher for the period _____ to _____, forwarded to Disbursing Officer at _____, under date of _____.

(signed) _____
Authorized Certifying Officer."